

**Meeting Notes
Conference Call
09/14/05 Eboard**

10:00am – 11:30am

In Attendance:

Eric Edwards, Matt Fengler, John Harris, Becca McConnaughey, Pat Ryan

Topics of Discussion:

- No new information regarding presentations or computer room.
- Discussed ideas for Tuesday night vendor social. Talked about entertainment ideas such as game show, cards, cars, and magician. Also discussed how and who would sponsor a bar. This will need to be discussed at next meeting.
- Conference Details:
 1. Registration:
 - 48 total registrants to date. 36 general registrants and 12 vendor registrants. There is 1 vendor at Silver sponsorship, 5 vendors at Gold sponsorship, and 6 additional registrants connected with the vendors.
 - We have received \$7250 from registrants so far and have another \$7450 due.
 2. Hotel:
 - There are a limited amount of rooms available on some days, such as Saturday through Monday. We will be able to extend our room block if needed at a later date.
 3. Social Event on Wednesday:
 - John Harris has confirmed with Applewood Catering. Plan is for double buffet line to serve 125 people. Applewood Catering will need to know two days prior exact number of people.
 - Discussed contract regarding Applewood Catering. Company doesn't normally carry contracts but does come with good recommendation from Pearson Air Museum. Discussed need for John to at least hand write something down as far as cost, menu items, etc.
 - Check in amount of \$650.00 will be sent to John Harris for deposit with Applewood Catering.
 - Discussed bus service needed for social event. Will have two busses at hotel at 12:00pm to take everyone to Pearson Air Museum then will send one bus home. After buffet, remaining bus will circulate between Pearson, Fort Vancouver, Park headquarters, and hotel. Will use a total of approx 7 hrs, at \$38.75/hr.